

**U. S. Department of the Interior
National Park Service**

**Preservation Technology and Training Board
Charter**

1. **Committee's Official Designation.** The official designation of this Committee is the Preservation Technology and Training Board (Board).
2. **Authority.** The Board was established by Title IV, Section 404 of Public Law 102-575, October 30, 1992 (16 U.S.C. 470x-3). This Board is being established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix 2.
3. **Objectives and Scope of Activities.** The purpose of the Board is to advise the Secretary of the Interior (Secretary) regarding the operations of the National Center for Preservation Technology and Training.
4. **Description of Duties.** The duties of the Board are to (1) provide leadership, policy advice, and professional oversight to the Center; (2) advise the Secretary on priorities and the allocation of grants among the activities of the Center; and (3) submit an annual report to the President and the Congress.
5. **Official to Whom the Committee Reports.** The Board reports to the Secretary through the Designated Federal Officer (DFO).
6. **Support.** The National Park Service will provide administrative and logistical support to the Board.
7. **Estimated Annual Operating Costs and Staff Years.** The annual operating cost associated with supporting the Board's functions is estimated to be \$85,000, including all direct and indirect expenses and .40 staff years.
8. **Designated Federal Officer.** The DFO is the Executive Director, National Center for Preservation Technology and Training, National Park Service, who is a full-time Federal employee appointed in accordance with Agency procedures. The DFO will approve or call all Board and subcommittee meetings, prepare and approve all meeting agendas, attend all Board and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.
9. **Estimated Number and Frequency of Meetings.** The Board will meet approximately once each year, and at such times as designated by the DFO.
10. **Duration.** Continuing.
11. **Termination.** The Board is expected to remain in existence for as long as the National Center for Preservation Technology and Training remains in existence, or until terminated by an act of Congress.

12. **Membership and Designation.** The Board will be comprised of 13 members as follows:

- (a) The Secretary, or the Secretary's designee;
- (b) Six members appointed by the Secretary who shall represent appropriate Federal, state, and local agencies, state and local historic preservation commissions, and other public and international organizations; and
- (c) Six members appointed by the Secretary on the basis of outstanding professional qualifications who represent major organizations in the fields of archeology, architecture, conservation, curation, engineering, history, historic preservation, landscape architecture, planning, or preservation education.

Members appointed as special Government employees are required to file on an annual basis a confidential financial disclosure report. The Department of the Interior will provide materials to those members appointed as special Government employees, explaining their ethical obligations with which the members should be familiar.

The 12 appointed Board positions will be for terms of 4 years.

A vacancy on the Board will be filled in the same manner in which the original appointment was made. All members serve at the pleasure of the Secretary.

Members of the Board and its subcommittee members serve without compensation. However, while away from their homes or regular places of business, Board and subcommittee members engaged in Board business, approved by the DFO, may be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in Government service under Section 5703 of Title 5, United States Code.

13. **Ethics Responsibilities of Members.** No Board or subcommittee member will participate in any specific party matter including a lease, license, permit, contract, claim, agreement, or related litigation with the Department in which the member has a direct financial interest. In addition, the Department of the Interior will provide materials to those members appointed as special Government employees, explaining their ethical obligations with which the members should be familiar. Consistent with the ethics requirements, members will endeavor to avoid any actions that would cause the public to question the integrity of the Board's operations, activities, or advice. The provisions of this paragraph do not affect any other statutory or regulatory ethical obligations to which a member may be subject.

14. **Subcommittees.** Subject to the DFO's approval, subcommittees may be formed for the purposes of compiling information or conducting research. However, such subcommittees must act only under the direction of the DFO, and must report their recommendations to the full Board for consideration. Subcommittees must not provide advice or work products directly to the Agency. The Board Chair, with the approval of the DFO, will appoint subcommittee members. Subcommittees will meet as necessary to accomplish their assignments, subject to the approval of the DFO and the availability of resources.

15. **Recordkeeping.** The records of the Board, and formally and informally established subcommittees of the Board, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved Agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.


Secretary of the Interior

JUN 05 2013

Date

JUN 10 2013

Date Filed